

Park City Fire Service District
Administrative Control Board - Regular Open Meeting Minutes
Park City Fire District Headquarters
June 6, 2012

Called to order by Chairman Walker at 6:35 p.m.

Commissioners Present: Chairman Dianne Walker, Commissioner Jim Bacon, Commissioner Robbie Beck, Commissioner Michael Howard, and Commissioner Liza Simpson.

Commissioners Absent: None.

Fire District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, BC Bob Evans, BC Steve Zwirn, Administrative Captain Eric Hales, Patti Berry, Traci Madson, and Bill Pyper.

Public Present: Bill Silva, Frank Heumann

I. Approval of Previous Meeting Minutes: Chairman Walker called for a motion to approve the minutes of May 2, 2012. Commissioner Howard moved to approve the minutes, seconded by Commissioner Beck, passed by all. Commissioner Simpson abstained from voting.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received a Letter of Understanding regarding Offline Medical Director. The Fire District also received a commendation letter from LifeFlight dated May 6, 2012 following a recent incident.
- B. Financials: All of the bills have been reviewed and signed. Bill Pyper reported on the Quarterly Budget vs. Actual as it pertains to General Fund. Commissioner Howard asked about a check coded as replacing a lost item. Bill Pyper reported that was a mistake; it was for a new item. Commissioner Simpson asked about a check for Nexus IT. Captain Hales reported that it is for Nexus IT who is currently monitoring our network systems for the next three months while Dave Dorsey is researching another system that he can monitor internally.
- C. Other: Chairman Walker reported on a recent liability and indemnity meeting that many of the commissioners attended.

IV. Old Business:

- A. Adoption of Revised VI-C-400, Medical Records of Employees, and Revised VI-C-600 Staff Member Verification. Patti Berry reported that these two policies have been presented and reviewed. Chairman Walker called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all.

V. New Business:

- A. Presentation of the following policies: III-E-118, Administrative Captain Job Description; III-E-119,

Technical Services Manager Job Description; II-B-100 Administrative Control Board. These will be posted on Company Web and will be approved at the next meeting. Commissioner Beck asked who was in charge of overseeing the District's web site. Commissioner Beck suggested that one person should be in charge of overseeing web site management, and it should be listed in their job description. Commissioner Bacon asked about a clause in II-B-100 having to do with how many meetings a commissioner can miss since the meetings have moved from twice a month to once a month. The issue was discussed and the wording "three unreasonable absences" was agreed upon.

- B. Drafts of Fire Protection Impact Fee Facilities Plan. These were presented and discussed during the work session.

VI. Staff Reports and Input:

- A. Chief Hewitt reported that the Fire District's medical director won Physician of the Year at the recent EMS Awards event.
- B. Chief Hewitt reported on the Newpark Public Safety Appreciation Night which will be held on July 28th. All staff and ACB are invited to attend.
- C. Chief Hewitt reported on today's battalion chief promotional testing process. BC Evans also reported on the engineer's promotional testing process which took place last month.

VII. Other:

- A. Chairman Walker reported that since the next meeting would fall on July 4th, there will be a work session only on July 11th beginning at 5:30 pm to talk about the Impact Fee Analysis. On August 1st the work session will begin at 4:00 pm. The Compensation Committee will have their presentation first, with the regular work session following that. Commissioner Bacon may not be able to attend the August meeting so different options were discussed so he could be present for the work session.

VIII. Closed Session: None.

IX. Adjournment: Chairman Walker called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Howard. The meeting adjourned at 7:00 pm.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held August 1, 2012, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: _____

Date: _____

Prepared by: Traci Madson